



Admin & Facilities Coordinator
VERTIGO THEATRE
Full-time Position

About Vertigo Theatre

Vertigo Theatre is a premiere cultural institution in Calgary and has entertained audiences for over 47 years with high-quality programming. It is the only theatre in North America that produces a season based entirely in the intrigue and mystery genre. Located at the base of the Calgary Tower, the Vertigo complex is home to our administration and ticket offices, rehearsal hall, and two performance venues. We cater to a diverse audience including young adults, students, urban professionals, and seniors.

The Ideal Candidate

Vertigo Theatre is seeking a highly personable person with impeccable attention to detail to join our team. The Admin & Facilities Coordinator position is an integral member of the administrative team who is able to undertake a variety of tasks and works well under pressure. Directly supporting the Company Manager and the Executive Director, this individual is comfortable working with a high degree of activity, a fast-paced office environment, and the need to assist multiple departments throughout the year. This is an excellent opportunity for an individual with an interest in the arts or non-profit sector. This is an on-site position.

Duties and Responsibilities

Administration

- Working at an open concept reception desk in the main office assisting all visitors and coordinating incoming and outgoing mail and shipping
- Assist in maintaining administrative files, databases, and calendars
- Ensure that all business, liquor, and food licenses are renewed with the appropriate authorities prior to their annual deadlines
- Coordination of the Executive Director and admin team schedules
- Primary Board of Directors Liaison responsible for coordinating meetings, correspondence, and annual filings
 - Takes minutes at all board meetings and committee meetings as required
- Updating, creating, and distributing company documents
- Order supplies and coordinate deliveries as needed
- Arrange couriers for rapid delivery of paperwork or packages
- Oversee the computer network, coordinating repairs, and upgrades with the IT consultant
- Performing preliminary troubleshooting and basic IT repairs
- Plan and execute staff events
- Take excess recycling (including bar recycling) to the garbage room weekly
- Research, execute, and track large purchases
- Ensure smooth operation of the office by collecting and sorting mail, answering the main phone line, and removing recycling to the main building's receptacle
- Oversight and upkeep of the company break rooms including the administrative office kitchen, 2 bar serveries, and both greenrooms

- Other responsibilities as determined in agreement with the Company Manager and the Executive Director

Artistic

- Compiling artist lists as required

Development

- Assist with coordination of special events as needed

Production

- Assist the Technical Director with asset management and tracking of high-value equipment including oversight of the key management system

Marketing

- Assisting the Box office with occasional ticket sales, raffle coordination, and other activities as required

Accounting

- Filing and ongoing assistance to the accounting department and the Executive Director on a weekly basis
- Entering cash receipts
- Reconciling box office
- Executing weekly/bi-weekly bank deposits
- Collecting, coding, and filing credit card purchase receipts
- Assisting with audit preparation under the direction of the Executive Director and Company Manager

Facilities

- Maintaining and programming door codes for all departments
- Arranging deputy fire warden training with Aspen Properties
- Arranging security clearance for all service providers
- Arranging for regularly scheduled maintenance and service (elevators, HVAC, fire extinguishers, etc.)
- Reviewing regularly the Health & Safety Plan
- Point person for Vertigo for facility-related matters as directed by the Production & Facility Manager.

Vertigo Theatre encourages a team-oriented environment. All personnel are required to participate in a wide range of activities or take on additional responsibilities from time to time that may be outside of the Core Responsibilities & Duties for each position.

Required Skills and Qualifications

- Exceptional attention to detail and an ability to multitask
- Superior written and interpersonal communication skills
- Professional, calm, and engaging nature with a strong aptitude for providing high level customer service

- Demonstrated ability to take initiative, work independently, and collaborate as a team member in a fast-paced environment
- Previous experience with Microsoft Office, specifically Microsoft Word and Microsoft Excel
- Previous experience in database management, including ticketing systems would be an asset
- Previous experience with the Google Drive system would be an asset
- Keen interest in arts and culture
- Class 5 driver's license with no major infractions
- Legally entitled to work in Canada

Hours

40 hours per week, Monday to Friday, 9am to 5pm, with some evenings and weekends required.

Compensation

- \$43,000 - \$45,000 based on experience
- Extended Health and Dental plan after 3 months with cost shared 50/50 between employee and employer.
- 3 weeks of vacation time annually and other holidays as determined by management

Please note parking expenses are the employee's responsibility and no designated parking is available onsite.

Start Date

As soon as possible.

Deadline to submit: Applications will be accepted until a suitable candidate is found.

Vertigo Theatre has a responsibility to create workspaces where people feel respected and can be themselves and do their best work in every capacity. With this in mind, we encourage applications from qualified individuals who identify as Indigenous, Black, POC, 2SLGBTQIA+, Disabled/People with Disabilities and/or Neurodivergent people.

If there are any potential barriers (language, disability, or any other considerations) preventing your from applying, please reach out to us at laura.couch@vertigotheatre.com and we will work with you to find a suitable application process.

Please send a cover letter, resume or CV as well as three references to Laura Couch, Company Manager at applications@vertigotheatre.com. Please use the subject line "Admin & Facility Coordinator". Interviews will commence immediately. Thank you to all applicants. Only those selected for interviews will be contacted. No phone calls please. For more information about Vertigo Theatre please visit our website, www.vertigotheatre.com.